

DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
FINANCE CENTER  
5722 INTEGRITY DRIVE  
MILLINGTON, TENNESSEE 38054-5005

REPLY TO

ATTENTION OF:

CEFC-Z

3 February 1997

MEMORANDUM FOR ALL USACE FINANCE CENTER EMPLOYEES

SUBJECT: Policy Statement on Equal Employment Opportunity, Affirmative Employment and Sexual Harassment - Policy Memorandum Number 97-01

1. I fully support the policies of the U.S. Army Corps of Engineers to provide equal employment opportunity (EEO) to all Corps team members and applicants for employment, and will not tolerate discrimination or sexual harassment in the workplace.
2. Men, women and people of all colors and nationalities, disabled people and the young and old bring a variety of different experiences to the workplace. Many of these individuals differ in their values, attitudes and behaviors, and the manner in which they perceive situations and solve problems. This diversity contributes to our creativity and productivity. Individual background and physical makeup are not considerations in our organization. Our team is made up of diverse groups, and we are all part of the one team devoted to excellence and pride in our achievements.
3. All managers and supervisors are responsible for providing guidance to their employees on what constitutes sexual harassment within the workplace. Employees are responsible for preventing sexual harassment by assuring that they do not engage in any activity or practice which is offensive or creates a hostile environment for their coworkers. Individuals who perceive they are being sexually harassed by supervisors, superiors, coworkers or peers should make it clear that such behavior is offensive and report the harassment to the appropriate supervisory level or to me personally. Supervisors and managers will examine all allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly and effectively.
4. Every employee is expected to support a workplace free of discrimination and sexual harassment, where each team member is valued, accepted, respected and expected to contribute their best.

STANLEY N. WRENN  
Director  
USACE Finance Center